

# EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

## Course: *E948 – Situational Awareness and Common Operating Picture (SA/COP)*

### Course Dates:

December 10 – 13, 2012

March 25 – 28, 2013

July 15 – 18, 2013

September 9 – 12, 2013

### Course Length:

This course is 4 full days in length; start/end times adjusted based on participant work schedules.

### Course Description:

Situational Awareness and Common Operating Picture (SA/COP) support the Communications and Information Management component of the National Incident Management System (NIMS). Individuals and organizations at all levels of response have a responsibility to both contribute to and use reliable information as a part of incident response efforts. Despite the importance of maintaining SA/COP for all types of incidents, there are very few resources available for individuals seeking to improve their understanding and capabilities in this area. Existing resources are heavily skewed towards military and intelligence perspectives on SA/COP. The SA/COP course is designed to improve skills, knowledge, and capabilities of individuals and organizations involved in domestic emergency preparedness, response, and recovery.

### Course Goal:

The primary goal is for SA/COP course is to provide participants with an in-depth understanding of the concepts, relationships, challenges, and opportunities inherent to establishing and maintaining SOP/COP. Participants should leave the course with ideas and concepts for improving SA/COP in their own organizations and jurisdictions.

### Course Design:

The SA/COP course will consist of classroom-based lecture, small-group activities, and a series of exercise-based activities for cognitive learning. Small-group activities and exercise-based activities will reinforce the concepts taught during lectures. Exercise-based activities will use a “building block” concept – each individual exercise-based activity will slowly build participant knowledge of the scenario and will ultimately culminate in a facilitated table top exercise on the final day of course instruction.

### Prerequisite:

The following course completions are recommended prior to this course:

- IS 100.b – Introduction to Incident Command System (ICS), I-100
- IS 200.b – ICS for Single Resources and Initial Action Incidents
- IS 700.a – National Incident Management System (NIMS), an Introduction
- IS 704 – NIMS Communications and Information Management

### Target Audience:

This course is for emergency management, emergency medical services, fire, law enforcement, government administrative, hazardous materials, health care, public health, public safety communications, public works personnel, or any emergency management/response personnel that would be dealing with SA/COP during an incident. (Course is limited to 30 participants.)

# TRAINING OPPORTUNITY

**Location:**

Emergency Management Institute (EMI)  
National Emergency Training Center (NETC)  
Emmitsburg, Maryland

**To Apply:**

Complete a FEMA Form 119-25-1, General Admissions Application with student signature and signature of supervisor or sponsoring agency official. Submit the application through the State Emergency Management Training office which will mail, scan, or fax it to:

NETC Admissions Office (Room I-216)  
National Emergency Training Center  
16825 South Seton Avenue  
Emmitsburg, MD 21737-8998  
Phone: (301) 447-1035  
Fax: (301) 447-1658  
Email: [netc-admissions@fema.dhs.gov](mailto:netc-admissions@fema.dhs.gov)

The FEMA Form 119-25-1 must be submitted to NETC Admissions by November 13, 2012 for the December offering.

The FEMA Form 119-25-1 must be submitted to NETC Admissions by February 25, 2013 for the March offering.

The FEMA Form 119-25-1 must be submitted to NETC Admissions by June 17, 2013 for the July offering.

The FEMA Form 119-25-1 must be submitted to NETC Admissions by August 12, 2013 for the September offering.

**Application Review:**

In order to be evaluated for admission into this course, block #16 on the application form must be completed. Please refer to the student selection criteria listed below and indicate how you meet the requirements based upon your position and experience.

Upon acceptance into the course, NETC Admissions will mail out an Acceptance Letter/Welcome Package outlining travel information, NETC shuttle services, lodging and other logistics. Lodging is provided for course participants on the NETC campus. Participants staying overnight on campus are required to purchase a meal ticket for the duration of the training activity. Notify the NETC Transportation Office at least 2 weeks prior to the course date to reserve a seat. Call (301) 447-1048/1113, or email to [netc-housing@fema.dhs.gov](mailto:netc-housing@fema.dhs.gov).

**Selection Criteria:**

The audience includes emergency management, emergency medical services, fire, law enforcement, government administrative, hazardous materials, health care, public health, public safety communications, public works personnel, or any emergency management/response personnel that would be dealing with SA/COP during an incident.

**Notice to Applicants for FY 2013 courses:**

Individuals applying for EMI classes will be required to register using the FEMA Student Identification (SID) number. This number will be used in place of the Social Security Number (SSN) on your application form. **The SSN number is no longer required.**

**How do I obtain my FEMA SID number?**

- Step 1: To register, go to <https://cdp.dhs.gov/femasid>  
Step 2: Click on the "Need a FEMA SID" button on the right side of the screen.  
Step 3: Follow the instructions and provide the necessary information to create your account.  
Step 4: You will receive an email with your SID number. You should save this number in a secure location.

**What do I do with this new SID number I have been assigned?**

The SID number should be used in place of the SSN on your General Admissions Application (FEMA Form 119-25-1) for any courses that begin on or after October 01, 2012.

# TRAINING OPPORTUNITY